

## MSFC SHIPPING REQUEST

1. SHIP TO/MARK FOR: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ POC.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THIS SHIPMENT SUBJECT TO EXPORT CONTROL REQUIREMENTS: Yes ☐ No ☐ (See MWI 2190.1)

2. ORIGINATOR'S FULL NAME: \_\_\_\_\_

Office Symbol: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. MATERIAL IS TO BE PICKED UP FROM: Building No.: \_\_\_\_\_ Room No.: \_\_\_\_\_

Provide Point of Contact if not located with Originator: \_\_\_\_\_ Telephone: \_\_\_\_\_

4. DATE/TIME OF DAY REQUIRED AT DESTINATION: Date: \_\_\_\_\_ Time: \_\_\_\_\_

5. REASON FOR SHIPMENT:

☐ Accountability Transfer

☐ Loan (Requires Valid Loan Agreement)

☐ Exhibit Shipment

☐ Repair/Replacement and Return

☐ Vendor Owner

☐ Other: \_\_\_\_\_

6. SHIPPING INFORMATION:

☐ Prepaid

☐ Return GBL Required Return Date: \_\_\_\_\_

☐ Collect \_\_\_\_\_

☐ UPS Call Tag Number: \_\_\_\_\_

7. AUTHORITY FOR SHIPMENT:

Contract, Grant, Loan Agreement, Purchase Order Numbers: \_\_\_\_\_

Contracting Officer/Date \_\_\_\_\_ (or confirm w/attached E-mail message)

Directorate/Department/Date \_\_\_\_\_ (or attached E-mail message)

8. TRANSPORTATION FUND SOURCE (24) DIGIT CODE NO.: \_\_\_\_\_

Department Resources Office Verification/Date: \_\_\_\_\_

9. CLASS OF SHIPPING, HANDLING AND INSPECTION REQUIREMENTS:

Program Critical Hardware (PCH) Class I Yes ☐ No ☐

Quality Assurance (QA) Yes ☐ No ☐

Program Critical Hardware (PCH) Class II Yes ☐ No ☐

Inspection Required

Special Handling (SP) Class III Yes ☐ No ☐

Commercial Item (CI) Class IV Yes ☐ No ☐

If yes, then the form initiator must route to the project Quality Assurance Representative (QAR) for assignment of shipping requirements.

10. HAZARDOUS/RADIOACTIVE: Yes ☐ No ☐

I CERTIFY THAT THIS SHIPMENT DOES NOT CONTAIN ANY UNAUTHORIZED EXPLOSIVES, DESTRUCTIVE DEVICES, OR HAZARDOUS MATERIALS.

\_\_\_\_\_  
(Original signature mandatory. Copies will not be accepted)

11. SPECIAL SHIPPING/PACKAGING REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## (Continuation Sheet)

DATE: \_\_\_\_\_

PAGE: \_\_\_\_ OF \_\_\_\_

12.

13.

14.

15.

16.

17.

MSFC Form 57-1 (Rev. January 2000)

## INSTRUCTIONS FOR SHIPPING DOCUMENT (FORM 57)

**AFTER COMPLETION OF THIS FORM, FORWARD W/ATTACHMENTS TO:  
AD42/CAROLYN GREENWOOD 544-2617**

- | Block Number | Directions  |
|--------------|---|
| 1.           | Indicate the exact delivery address, including the individual's name to whose specific attention the shipment is addressed.   |
| 2.           | Indicate the person requesting the item(s) to be shipped.   |
| 3.           | Complete, if materials are to be picked up for shipment. Provide building number, room number, and telephone extension number of a POC for the location of the materials.   |
| 4.           | Indicate the latest date the material can arrive at destination.  |
| 5.           | Indicate the status of the material being shipped.  |
| 6.           | Shipping Information (check those that apply and provide information indicated below): <ul style="list-style-type: none"><li>- If prepaid, provide MSFC funding code,</li><li>- If collect, provide carrier name and account number,</li><li>- If return GBL is required, provide return information and date required, and</li><li>- If UPS call tag is checked, provide Call Tag number.</li></ul>  |
| 7.           | To be signed by person(s) indicated, if applicable. Shipments to other NASA centers or to MSFC employees require Directorate/Department approval. All other shipments require a valid contract, purchase order, or grant number signed by the contracting officer.  |
| 8.           | Indicate funding code (24) <i>Digit Code No.</i> . Department Resources Office verification by e-mail.  |
| 9.           | Indicate class of item(s) and inspection requirements:<br>Program Critical Hardware (PCH) - Items which support the critical path in the program/project schedule and loss, damage or delay would seriously affect the entire program/project (ref: MWI 6410.1) Class I or II.<br>Special Handling (SP) - items requiring special handling and monitoring Class III.<br>Commercial items (CI) that are transported or handled through normal commercial transportation Class IV.<br>Inspection Requirements: If yes, then the initiator shall route the MSFC Form 57 to the project Quality Assurance Representative (QAR) for assignment of quality requirements. The QAR shall include the requirements in block #11 or in an attachment. |
| 10.          | Indicate if material(s) is hazardous/radioactive. NOTE: Improper hazardous classification may result in heavy fines and/or imprisonment. Provide Urgent Material Safety Data Sheets for known or suspected material. Must allow two (2) additional days for processing hazardous materials. Hazardous items include flammable (gases, liquids, and solids), any compressed gas over 40 psi, poisons, oxidizers, organic peroxides, corrosives, explosives and radioactive items.<br><b>An original written signature must be obtained before shipment is processed.</b>   |
| 11.          | Indicate special shipping, packaging, and the handling requirements and inspection criteria.  |
| 12.          | Indicate item number (1, 2, 3, etc.).   |
| 13.          | Indicate a complete, accurate and sufficient description of the material including hardware, information data, and technical data (including software) being shipped.   |
| 14.          | Indicate type of unit of issue (each, box, case, package, etc.).  |
| 15.          | Indicate the number of units of issue being shipped (metric weight of item if liquid/solid/gas).  |
| 16.          | Indicate the unit price of the material being shipped.  |
| 17.          | Indicate the total value of material being shipped.   |

**NOTE:** When exporting materials to a foreign country, the following information/documents must be attached.

- Statement regarding the justification for the export.
- Pro-Forma Invoice.
- Export Control Classification Number (ECCN).
- Destination Control Statement, Marking or Notice regarding use restrictions, retransfer restrictions, etc., if applicable.
- Schedule B Numbers.
- The shipping request (MSFC Form 4182 or MSFC Form 57).
- License Determination (by you and/or the Center Export Representatives (CER)).
- Export Clearance Information Sheet (ECIS).